

Form OIG-HR-2c (03-19-04) U.S. Department of Commerce Office of Inspector General Washington, D.C. 20230	AWS TERMINATION FORM					
<p>Choosing an alternative work schedule is a privilege and not an employee right. It falls to the supervisor's discretion to determine what schedules best enable the organization to accomplish its work. Termination of a chosen AWS option can be either voluntary on the part of the employee or mandatory on the part of the supervisor.</p>						
<p>This form serves as notification that the AWS approval form signed _____ (date) by _____ (employee) and _____ (approving official) is hereby terminated.</p>						
<p>Termination is voluntary, per employee request.</p> <p>Employee: _____</p>						
<p>Termination is mandatory, per supervisor's decision, and is based on:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Requirements of the current work assignment <input type="checkbox"/> Reassignment or change in employee duties <input type="checkbox"/> Insufficient office coverage <input type="checkbox"/> Employee's failure to adhere to requirements of chosen schedule (please specify): <input type="checkbox"/> Other (please specify): <p>Terminating Supervisor: _____</p>						
Acknowledgment						
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Employee _____</td> <td style="width: 50%;">Date _____</td> </tr> <tr> <td>Approving Official _____</td> <td>Date _____</td> </tr> </table>			Employee _____	Date _____	Approving Official _____	Date _____
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